

# Application for St. Helen's Anglican Church, Surrey to Re-open for In-Person Gatherings – July 22, 2020

## Appendix B

### Questionnaire and Application for Re-opening a Parish Church to In-Person Gatherings

*This questionnaire/application is intended to guide your Parish through all of the steps and decisions you will need to make to move ahead safely with your proposed return to in-person gathering. It will also be used as a guide to allow the Archbishop's Office to consider your request for authorization, including any suggestions that staff may have to assist you in moving ahead. **The application includes questions related to both Phases II and III and need only be submitted once.** The Archbishop's Office will notify all Parishes when it is permissible to move to the next phase. **Please submit your application 10 days in advance of the date you would like to re-open.***

#### Background

1. Have you reviewed the following documents, and considered how this guidance may impact your plan to re-open to in-person worship and other gatherings?
  - a. "The Re-Opening of Churches in the Diocese of New Westminster" (the full document to which this questionnaire is attached) (the "**Re-Opening Plan**")  
Yes ☒ No ☐
  - b. BC Centre for Disease Control's COVID-19 guidance for Faith Organizations ([link here](#))  
Yes ☒ No ☐

#### Parish Authorization and Approval

2. Have the "Responsible Persons" of your Parish (as defined in the Canons of the Diocese) reviewed and approved your proposal to initiate this plan. (For incorporated parishes: Priest-in-Charge, Church Wardens, and Trustees; for non-incorporated Parishes, Priest-in-Charge and Church Wardens. In addition, it may be appropriate to consult with your parish's Parish Council.)

Yes ☒ No ☐

Please list the names of the "Responsible Persons" who have reviewed and approved your plan.

The Rev. Stephen Laskey – Rector  
Mrs. Lynn Turner – Rector's Warden; Mr. Roy Francis – People's Warden  
Fil Sotana – Trustee; Jacquie Stinson – Trustee; Judy Nicholson - Trustee

#### Date for Re-opening

3. On which date are you applying to re-open?  
**We are planning for and would like to Re-Open on August 9<sup>th</sup>. (but August 2<sup>nd</sup> is a possibility if we get approval in time to do so)**

## **Preparing the Church Building for Re-entry**

4. What (specifics) will you do to prepare the church building for re-entry at Phase II and wider use at Phase III? Who will do this work?

**1-We have determined that we will be able to accommodate 50 people keeping social distance**

**2-We have removed books and other small items that are unnecessary from both the pews and the worship space.**

**3-Signage will be at the entrances to our buildings about using our spaces, keeping physical distance and protocols about arriving for worship and exiting the buildings**

**6-people will enter the church worship space by the main entrance at the back of the church and filling the church from the front and will leave the worship space from front to back by the two side entrances. The greeters will ensure this flow into and out of the building is done as expected.**

**4-there will be a greeter just outside the main entrance who will offer words of welcome and to explain the need for social distancing. If the person has not brought a mask there will be a mask made available for them.**

**5-a second greeter will be inside the worship space to point out the table on which the service booklets are located. The service booklet will include everything the person needs for the service. The greeter will ensure that people are directed to sit in the places designated to keep physical distance.**

**6-Signage will be in place inside the worship space in reference of keeping a physical distance, as well as non-touching during the passing of the peace, etc.**

**7-The pews will be marked where people can sit, individually, or in their family bubbles.**

**8-There will be bottles of hand sanitizer all around the worship space for people to use.**

**9-when the Eucharist is allowed to be celebrated, people will be directed to come forward by the middle aisle to receive the bread and return to their place via a side aisle. The greeters will ensure physical distance is maintained.**

## **Sunday Worship**

5. What is your Sunday worship plan for Phases II and III? What form(s) of worship and how many Sunday worship services do you intend to offer (in-person or online) for Phases II and III?

**Phase II – If we open during phase 2 we will have one service of Morning Prayer for in-person worship and we will continue to Livestream our service using Facebook. We may if the weather is cooperative, hold our worship outdoors, inviting people to bring their own chairs.**

**Phase III – Opening in phase III will mean having at least one in-person service of the Eucharist. The service would last 45 to 50 minutes. We are considering having a second service with about a 45 minute time lag between the two services if the number of people desiring to come each Sunday warrant a second service. The same process from arrival to leaving would apply.**

**It is expected that people would ‘sign-up’ to attend the service. If there are two services they would make their choice of service. The first service would be at the usual time of 10am. The second service, if there is another, would begin around 11:30am (or 45 minutes after the first service finishes allowing time for sanitizing of the space).**

6. How many people can your worship space or the space(s) where you intend to hold worship accommodate while complying with the requirements set out in the Re-Opening Plan, in households sitting two metres apart in all directions? (Must be no more than 50, including clergy or laity serving).

**We would be able to accommodate 50 people for worship.**

7. Will it be necessary to modify where you worship, the position of furniture in the worship space or the way the space is marked to assist those attending in maintaining social distancing? If so, how?

**If any, there will be very little alteration needed. We will be able to use the same natural flow as was in place before our closing to in-person worship. There will be verbal instructions as needed so people become accustomed to any changes to our pattern of movement.**

8. How will you undertake training with your Greeters and what will you train them to do?

**We will go through a rehearsal with the greeters so they know where to stand and how to direct as they welcome people.**

9. What is your music plan for worship during Phases II and III?

**In Phase 3 the organ and piano will be used. People will know that they may not sing but can say the words as the music is played. One person may sing the hymn but will be distanced by at least 5m from the rest of the congregation, singing from the Lady Chapel or sanctuary using a microphone.**

10. How will you ensure cleanliness and sanitization in regard to the following items and spaces?

- a. Worship leaflets/bulletins

**Only one person will be touching the service booklets prior to their being used. This is when they are being produced (likely the rector). They will be stored in a bag until the time of the service. People will pick up their own service sheet from the table.**

- b. Prayer Books, Hymn Books (if used)

**These will not be used.**

- c. Physical items such as pews, the altar, pulpit, lectern, kneelers, communion rail.

**Kneelers may be removed for the time being. The pulpit will not be used for the time being. We do not have a communion rail. People receive communion coming forward single file and standing to receive. The lectern and altar will be sanitized before use and after use. When people go to the lectern to read or lead prayers, they will be asked to do so without touching if at all possible. All items used and all the pews will be sanitized after the service as well as between the services if there is a second service.**

- d. Bathrooms

**It is expected that the bathrooms are likely to be used but ask people to make it more an exception or for emergencies. When necessary, only 1 person will be allowed to use a bathroom at a time. The bathroom will be sanitized after each use by a member of the Sunday ministries team before someone else goes in.**

- e. Other common spaces or high-touch areas

**There will be 'Watchers and Holy Ones' keeping watch to see where people are moving around and where they are touching so that after our gathering these other places may be sanitized. It is intended that all door knobs, handles, grab bars etc will be sanitized regardless of whether we know they were touched or used.**

11. How and who will you sanitize worship and other spaces between any worship services?

**We will use the appropriate recommended products and will utilize volunteers and members of the parish council to do the sanitizing. They will be given instructions on what they are to do and how to do it.**

### **Other Forms of Worship or Prayer**

12. What other forms of worship or prayer do you intend to offer in Phase II and III (weekday in-person worship or online worship)? How will you provide for physical distancing in any in-person weekday worship?

**Further into Phase III, we intend to offer morning prayer and evening prayer during the weekdays. This would be one morning prayer and one evening prayer on different days that people may attend. If in person, this would be in very small numbers. People would need to sign-up/register in order to participate in person. We are considering using various spaces including the church but a number of outdoor spaces on the church grounds as well. We may livestream these services as a way of maintaining a stronger connection with those who have decided they cannot yet join us for in-person worship.**

### **Office Building Use**

13. What is your plan for those working in the Church Office during Phases II and III?

**At this time only the clergy are working in the church office. There are individual volunteers who come in one at a time, from time to time, for a specific task. The work areas, photocopier, computer keyboard and other touchable surfaces are sanitized when coming into the office and upon leaving. Physical distance is kept when more than one person is present.**

14. What is your plan for meetings of Parish Council and other parish working groups during Phases II and III?

**For phase II parish council meets via zoom**

**For phase III there may be one or two gatherings of the 11 members of council using the upper hall for some specific issues that need to be addressed, otherwise the council will continue to meet via zoom.**

**-Small working groups (and they are all small at St. Helen's) may meet outdoors on the parish grounds or in the upper floor of the church hall. All physical distancing measures will be in place for any of these gatherings.**

### **Fund-raising**

15. What are you doing or will you be doing in Phases II and III to support financial giving to your operating fund or towards special needs?

**The members of the congregation have been encouraged to keep their offering coming to the church either by dropping it off or sending it through the post.**

**We have been working toward offering the opportunity for people to make their offering via interac e-transfer and by donations buttons on our website. We expect**

these to be in place shortly. Ideas are being considered for a variety of fundraisers that will not require people's presence. We are in touch with other parishes asking them to share ideas of what they are planning for special fundraisers.

## **Phase III ONLY**

### **Phase III - Introducing in-person Holy Eucharist**

16. What is your plan for introducing and managing Holy Eucharist (should you choose to do so in Phase III), paying particular attention to sanitization and physical distancing?

**We think that this is very doable and will follow the guidelines that have been given out by the diocese for the Eucharist in phase III. Our plan for how we will come together for worship and how people would receive communion has been outlined above.**

### **Phase III - User Groups and Rentals**

17. What is your plan in Phase III for re-opening the building to any user groups?

**a/One user group, a Korean Congregation has continued to gather on Sundays during the pandemic. We have been ensuring and will continue to ensure they are maintaining the physical distancing and sanitizing after their use of the worship space and any other space that they use. We will be in continuous contact with them for a report on what they have done to maintain the safety of all. They have signed the document prepared by the diocese that indemnifies the church.**

**b/The second congregation which uses our facilities is the Mar Thoma Church. It has not met in person since March 9<sup>th</sup>. Their bishop is in New York City and has said that are not to meet until he gives the authorization. We will be in continuous contact with them to ensure that when they do return to in-person worship they will follow the guidelines we have laid out and will have signed the waiver.**

**c/The Fraser Glen AA group has begun to gather once again and have a person in charge of sanitization of the space they use following our guidelines. They have signed the waiver. We are in continuous contact with them.**

18. What is your plan in Phase III for re-opening the building to rentals?

**a/ Any further rentals will have to follow strict guidelines for sanitization after they have used the space. There is the possibility of a day care opening. It received a license from Fraser Health about a week before we closed. It will have its own guidelines to ensure the good health and safety of everyone. It is unclear at this time whether they will open. They will have to sign the waiver.**

**b/ a photography club is considering its restart. They will have to follow the guidelines for cleanliness and safety given to them as well as sign the waiver.**

**c/ Other rentals (one offs, and small gatherings will be dealt with on an individual basis. We will want to know that they can and will follow in-person guidelines as set out by the Ministry of Health as well as diocesan and our own parish guidelines. If we cannot be assured of their adherence to what is required, we will not rent out the space to them.**

**d/ Film Production Companies have stringent industry and governmental guidelines to follow. We will work with each applicant desiring to use St. Helen's as a space for filming to ensure the cleanliness of our buildings and grounds after**

the usage. In our experience, the film industry has a very good reputation for following guidelines.

### **Phase III - Formation, Fellowship and Pastoral Care**

19. What is your plan for any in-person formation activities/offerings for adults?

**There will be some formation done on zoom with occasional in-person gatherings which will be kept small in number. Perhaps no more than 6-8 people at a time. These gatherings will be for Bible Study and similar courses as well as for prayer.**

20. What is your plan for any in-person formation activities/offerings for children or youth?

**We are having conversations with parents regarding these kinds of gatherings. We are also approaching other parishes about how they are handling ministry with youth and children. We will look at introducing these as parents and volunteers feel comfortable with this ministry opening up and as guidelines from the diocese are made available. As we have only a small number of youth and children we will be looking to parishes which have a greater ministry in this age group for ideas and protocols they are using and following, as a part of their own experience and establishing best practices.**

21. What is your plan for hosting in-person fellowship?

**When we have in-person fellowship. There will be just one or two people who will prepare anything that is to be consumed. For the time being people will be asked to bring their own coffee, tea, drinks, and cookies as a good practice but we will have these available just the same. The 'Sanitization cycle' will be used with the dishwashers, if any cutlery or crockery is used.**

22. How will you be handling any in-person pastoral care in Phase III?

**Using physical distance and informing the person who is receiving pastoral care of the necessity for the clergy to keep a distance. There are many phone calls and other communication forms now in use. In home visits will be avoided as much as possible for the time being but 'driveway visits' may work well.**

### **Service and Outreach**

23. What is your plan to support existing or re-open outreach programs in Phases II and III? Have you completed and submitted the appropriate material for approval to the Synod Office?

**At the moment there are no outreach programs operating from the church property. Congregation members involved in outreach programs have been encouraged to participate at venues which offer various forms of outreach. Each of these such as Surrey Urban Mission, Night Shift, and the Surrey Food Bank have their own criteria with which they work.**

24. For food ministry programs, have you completed and submitted the appropriate forms for approval to the Synod Office? (Please see here)

**Although we do have a monthly 'Lunch Bunch' which meets, we are not expecting this group to meet any time soon. Those attending are mainly the older members of the congregation who are more at risk. This ministry will likely be experiencing a fallow time.**

## Other

25. If someone who has attended in-person worship at your Parish contracts COVID-19, how will you communicate with your congregation and members who may have come into contact with that individual, while remembering privacy and pastoral care?

**We will keep a list of names of people who attend the church for each occasion whether it is for worship, a meeting, volunteer work, small group gathering etc. We will know how to contact them and let them know they may have been exposed to someone with Covid-19. We understand we would not be able to give the name of the person who may have Covid-19 but we can let others know they may have been exposed on a certain date at a particular gathering.**

26. What practical support do you need from your Regional Archdeacon or from the Synod Office to help with the implementation of these plans?

**We think we are fairly self-sufficient in putting our plans in place. It would be helpful if the synod office put out suggestions based on the experiences of parishes which have encountered difficulties or found wonderful ways to incorporate something new or helpful so other parishes could benefit.**

**We are likely to ask the help of the synod office in setting up a donation button on our website.**

Signature of "Responsible Persons

<u>Stephen Laskey, Rector</u> Print	 Signature	<u>July 22, 2020</u> Date
<u>Lynn Turner, Rector's Warden</u> Print	 Signature	<u>July 22, 2020</u> Date
<u>Roy Francis, People's Warden</u> Print	 Signature	<u>July 22, 2020</u> Date
<u>Fil Sotana, Trustee</u> Print	 Signature	<u>July 22, 2020</u> Date
<u>Jacquie Stinson, Trustee</u> Print	 Signature	<u>July 22, 2020</u> Date
<u>Judy Nicholson, Trustee</u> Print	 Signature	<u>July 22, 2020</u> Date